

TEMPLATE INSTRUCTIONS for

“Friendly Reminder” Mandatory Recycling Doorhangers

“Friendly Reminder” Mandatory Recycling Doorhangers are designed to be customized for your community. Follow the instructions below to properly customize your communities doorhangers:

1. On the file called “Doorhanger TEMPLATE” This file has four text boxes for you to format. Type in your municipality name in the top two boxes, and your municipality website and/or phone number in the bottom two boxes. After you fill in the four text boxes, PRINT the template.

2. Next, place the unseparated door hanger sheets in the copier tray. The direction you put them in will vary from copier to copier so test out the correct way to place the sheets in your machine. Put the printed template on the copier and make one copy onto the door hanger sheet. Check the door hangers to see if the Municipality Name & Website/Phone # lined up correctly.

Extra copies of the door hanger have been provided in each shipment to allow for trial and error in the customization process.

Please be advised, although the door hangers were designed and cut to facilitate this type of multiple reproduction – THIS PROCESS MAY NOT WORK IN ALL MODELS OF COPIERS OR PRINTERS.

DON'T FORGET!!!
Recycling is mandatory in

INSERT TOWN NAME HERE

We noticed the following recyclables in your trash:

- ☐ Paper/Newspaper
- ☐ Cardboard
- ☐ Bottles & Cans
- ☐ Plastics
- ☐ Other: _____

Why recycle?

- It Saves your community **MONEY!!**
- It reduces greenhouse gases that contribute to climate change.
- It saves energy and natural resources.

For more information on your town's recycling program, please visit:

INSERT TOWN WEBSITE/AND OR PHONE NUMBER

3. Once customized for your community, these doorhangers are to be sent along with your mandatory recycling enforcement officer. When a residence is failing to recycle, the items of noncompliance (Paper/Newspaper, Cardboard, Bottles & Cans etc.) can then be checked off and the doorhanger attached to the violator's door.

If you have questions regarding the template or the formatting of your doorhanger, please contact Regan Clover, (617)292-5707 or regan.clover@state.ma.us